



**OFFICE OF ACADEMIC RECORDS & SUPPORT**  
**College Withdrawal/Interruption Form**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ SSN/CCCKC ID: \_\_\_\_\_

Current Address/City/State/Zip: \_\_\_\_\_

Tri Enrolled in: \_\_\_\_\_ Current Term: \_\_\_\_\_

Current Home/Cell Number: \_\_\_\_\_ / \_\_\_\_\_ Are you a U.S. veteran?  Yes  No

Type of Action (check all applicable):

- Student-initiated withdrawal/interruption
- College-initiated withdrawal/interruption (The College may withdraw/interrupt a student for failure to meet financial obligations, health related matters, or other reason deemed appropriate.)

Reason(s) for leaving (check all that apply):

- Taking term off
- Taking module off
- Personal
- Other: \_\_\_\_\_
- Health
- Financial
- Transfer to another college (please name: \_\_\_\_\_)

(The following signatures indicate that the student has been made aware of any outstanding obligations to the College, but does not automatically mean that the obligation has been cleared.)

\_\_\_\_\_  
Director of Student Services Date

\_\_\_\_\_  
Director of Financial Aid Date

\_\_\_\_\_  
Finance Office Date

\_\_\_\_\_  
Library/Media Center Director Date

\_\_\_\_\_  
Director of Academic Records & Support Date

**To be completed by Registrar's Office:**  
**Official last date of attendance:** \_\_\_\_\_ **Anticipated Date/Term of Re-Enrollment (if applicable):** \_\_\_\_\_

A student may withdraw or be withdrawn from the College a maximum of two times. The third withdrawal will result in permanent dismissal from the institution. Leave of absence/interruption is defined as non-enrollment by a student in the degree program for one or more trimesters and occurs after the end of a complete trimester. It is different from college withdrawal, which occurs **during** the course of a trimester. A student who withdraws, takes a leave of absence, or is interrupted from the College and subsequently wishes to return must apply in writing to the Scholastic Regulations Committee for re-admission and must receive Committee approval prior to enrollment. A student must comply with current academic standards as described in the current College Catalog.

I understand that all tuition, fees, etc. that may have accrued must be paid in full before I will be allowed re-admission to the College, and that there may be a fee assessed for re-admission.

I understand that withdrawing or that taking a leave of absence/being interrupted from the College may compromise my future financial aid eligibility, my anticipated graduation date, and/or my eligibility to complete the degree program within the maximum period of time allowed. In signing this form I state that I have read, understand, and agree to comply with College academic policies concerning college withdrawal and/or leave of absence/interruption, and that I take full responsibility for any consequences affecting my academic progression which may result from this action

\_\_\_\_\_  
Student Signature Date